

RULE II

APPLICATIONS

SECTION 2.1.1 FILING OF APPLICATION

All applicants for employment shall prepare and file an application on a form prescribed by the Director. Applications must be received in the office of the Director by 5 p.m. on the last day for filing as prescribed on the examination announcement. The Director may accept a late application if the applicant shows that an emergency prevented the filing of an application by the deadline.

SECTION 2.1.2 ADDITIONS AND CORRECTIONS TO APPLICATION ON FILE

Corrections or supplements to an application on file may only be done with the permission of the Director.

SECTION 2.1.3 ONE APPLICATION

Applicants shall be limited to one application per examination number.

SECTION 2.1.4 APPLICATIONS NOT TO BE RETURNED

Applications shall be date stamped upon receipt in the office of the Director, and shall not be returned to the applicant.

SECTION 2.1.5 AGE

Eighteen years shall be the minimum age for employment, unless otherwise specified in an examination announcement.

SECTION 2.1.6 DISQUALIFICATION, REMOVAL, OR INACTIVATION FROM EMPLOYMENT LIST

The Director may disqualify, refuse to examine, refuse to certify, make inactive or remove a person from an employment list who:

- (a) fails to make application correctly, submits an employment application and/or supplemental materials which are incomplete, illegible or received after the filing deadline; or
- (b) is found to lack any of the established pre-employment standards or requirements for an examination for a class; or
- (c) fails to take or pass any part of the examination or any pre-employment test prior to appointment; or

- (d) fails to keep the Director informed of current address; or
- (e) has been dismissed, for cause, from County Service; or
- (f) has made false statements or attempts to practice deception or fraud on the employment application, during an exam, or in securing eligibility or an appointment; or
- (g) attempts to use any personal or political influence to further eligibility or appointment; or
- (h) has been convicted of a crime which would adversely affect job performance or public safety; or
- (i) fails to respond or refuses to appear for an appointment interview. Such persons shall be made inactive on the employment list until continued interest is indicated in writing; or
- (j) after three certifications for employment consideration are waived. Such persons shall be made inactive on the employment list until continued interest is indicated in writing; or
- (k) has been placed on a regular list as a result of a promotional examination and separates from County Service, except by reason of layoff; but shall be returned to list if reemployed before expiration of list; or
- (l) the Director deems unfit for any other job related reason in order to protect the merit basis of the personnel system.

The Director shall provide written notice of removal or disqualification along with the reasons for the action. Notice of Removal shall be by certified mail. (Amended 1-15-88)

SECTION 2.1.7 PETITIONS AND APPEALS OF DISQUALIFICATION AND REMOVAL

An applicant who is disqualified from an employment list, may petition the Director within ten (10) days after the date the notice is postmarked. An applicant whose name is removed from an employment list may petition the Director within ten (10) days of the date of certified mail. Such petition shall be in writing, establish specific grounds for the petition and include additional information, evidence or facts which are contradictory to the disqualification or removal. The Director shall investigate within fourteen (14) days and notify the petitioner of the findings in writing.

If the Director does not respond or denies the petitioner's request, the petitioner may then, within ten (10) days, appeal the matter to the Civil Service Commission.

A petition or an appeal shall not delay the selection process unless the Director or Civil Service Commission determines that the relief sought by the petitioner can be granted through no other means. (Amended 1-15-88)